

The VFW Washington DC Office has a position opening as described.

DEPARTMENT: National Veterans Service

JOB TITLE: Deputy Director (II)

NATURE OF WORK:

Serves as chief operations officer for a staff of approximately 25 NVS personnel. Efficiently manages the administrative activities of the National Veterans Service Assistant Director, Veterans Health Policy, and Assistant Director, Field Service, and their staff. Participates in national conferences and committee meetings as the representative of the Director, National Veterans Service, to articulate the VFW position/policy concerning pertinent veterans' issues. Working with the National Legislative Service writes, critiques and delivers testimony on veterans health and transition issues (i.e., military transition assistance, benefits delivery at discharge, VA Vocational Rehabilitation and MyHealthVet, Department of Labor VETS programs) to Federal commissions, department committees and Congressional veterans committees. Provides written and oral reports addressing national transition and health-related mandates to federal agencies, the membership and the general public. Assists in the supervision of the VFW's Benefits Delivery at Discharge Program, Homeless Veterans program, employment, education and transition programs, including advising on statutory entitlements and benefits. Provides input for the NVS training program on health and pre-discharge issues. Oversees the Tactical Assessment Center.

TYPICAL DUTIES AND RESPONSIBILITIES:

Manages daily staff functions of the National Veterans Service by coordinating efforts of the Assistant Director, Veterans Health Policy, and Assistant Director, Field Operations.

Determines priorities and assigns tasks to other appropriate staff members as well. Monitors and coordinates staff progress, and reviews completed results. Keeps the Director, NVS informed of staff activity, goals and accomplishments.

Stays abreast of complex policy issues pertaining to delivery of veteran's health care and transition programs, to include active duty/reserve issues, the military Transition Assistance Program, and the Benefits Delivery at Discharge program, with keen focus on assuring maintenance of quality and timeliness.

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Coordinates the efficient implementation of a variety and diversity of staff actions.

Makes assessment of potential or real personnel problems and recommends course of action.

Conducts extensive research and ensures the retention of National Veterans Service data and other pertinent documents and publications. Proposes revisions to regulations, policies and legislation in accordance with established VFW national mandates. Summarizes proposals from staff under their purview for a suggested course(s) of action and provides informed recommendations leading to a decision.

Prepares articles in coordination with the Director, National Veterans Service for national publications, and comments on regulations and proposed legislation, and may be called upon as a subject matter expert to testify before Congress.

Provides interviews to media representatives in coordination with the Public Affairs Director at the Washington Office.

Serves as the principal confidential advisor to the Director, National Veterans Service on policy, utilization and National Veterans Service issues pertaining to health and transition matters.

Represents the National Veterans Service at national meetings and conferences, responds to inquiries from other VFW staff elements, members and the general public.

Ensures the efficient implementation of the National Veterans Service Field Operations program at all Benefits Delivery at Discharge sites where NVS employees are located.

Coordinates the screening and interviewing of prospective National Veterans Service technical/professional employees in their area of responsibility.

Ensures that VFW service officers routinely receive timely information on changes in healthcare and transition policies, procedures and processes.

Represent the National Organization at regional and state meetings as required.

Interacts with senior military and Department of Defense officials to coordinate the VFW's Benefits Delivery at Discharge program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Must be VFW member eligible to attend the National Convention as a member in good standing and represent the National Organization at regional or state meetings.

Position requires a Bachelor's Degree or five to seven years directly related work experience. An advanced degree is preferred.

Position requires superior human relations skills, analytical and organizational management skills to administer the daily activities of the National Veterans Service staff. Interpersonal skills critical to effective communications and policy issues negotiation with professionals at all levels of government. Requires knowledge of given subjects to such a degree as to make the incumbent authoritative in veterans' entitlements, and military benefits issues. Typically includes public speaking on a particular subject; the incumbent is frequently called upon for his/her views on veterans' affairs.

Must be extremely knowledgeable on active duty and reserve component military and retiree health and benefit issues.

Calls for a high standard of English language skills to ensure the routine staff production of correspondence, papers and commentary which reflect favorably on the organization.

Position requires VFW accreditation with the Department of Veterans Affairs and successful completion of the Veterans Benefits Administration's Training, Responsibility, Involvement and Preparation of claims (TRIP) test. Incumbent will, from time to time, be required to take recertification tests to monitor their proficiency in the laws pertaining to veterans' benefits.

SCOPE OF POSITION:

Position is FLSA exempt.

Reports to the Director, National Veterans Service, and has direct supervision of the Assistant Directors for Health and Field Operations, and supervisory responsibility for approximately 25 other staff. Incumbent assigns work and checks results, and may recommend hiring, promotion and discipline actions. Prepares the performance appraisal of the Assistant Directors for Health and Field Operations in conjunction with the Director and reviews all other Health and Field Operations staff performance appraisals for completeness and accuracy prior to submission to the Director.

Decisions may have a significant impact upon the National Veterans Service or the entire organization. Typical decisions include assessing an issue, determining a course of action, and taking appropriate staff action to complete tasks in accordance with national mandates. Plans staff activities on recurring basis, develops annual staff priorities and conducts strategic planning.

Confers with, and advises, the Executive Director and NVS Director on major veteran's health care, transition issues, and pre-discharge policy issues including the impact on active duty and reserve components. Analyzes issues and recommends VFW positions.

Determines the course of action and staff resources in relation to operational requirements; monitors progress to completion of assignments.

Typical contacts are with National and State VFW leadership, staff, and members up to 20% of the time, and VA leadership and other government personnel the remainder of the time to resolve inquiries, complaints and policy issues. Position has impact upon the fiscal activities of the VFW. Assists in the development of the National Veterans Service annual budget.

Articulates VFW policy and positions to Congressional and Administration leaders as necessary.

WORKING CONDITIONS:

Position functions in a normal office environment approximately 75% of the time. Travel is required approximately 25% of the time to participate in national conferences and committees, and in the supervisory role of position. Extensive personal contact is required with representatives of the Department of Veterans Affairs, Department of Defense, Department of Labor and the general public.

Frequent contact with senior government officials and Congressional staff.

MAJOR ACCOUNTABILITIES:

Coordinates the activities of the National Veterans Service health section; Tactical Assessment Center; Benefits Delivery at Discharge sites; employment; transition; and homeless veterans programs.

Efficiently manages staff and resources to accomplish assigned National Veterans

Service tasks in accordance with VFW national mandates.

Coordinates the screening and interviewing of prospective National Veterans Service technical/professional employees in their area of responsibility.

Assures appropriate staff coordination and action for timely and accurate responses to VA, Department of Defense and Department of Labor policy changes or other developments of both local and national impact.

Functions as the confidential advisor to the Director, National Veterans Service, and ensures efficient staff coordination with the Executive Director and other staff elements as appropriate.

Ensures accurate and timely publication of National Veterans Service issues in appropriate VFW publications, and coordinates National Veterans Service legislative comments with the Director, National Legislative Service.

Working with the Washington Office Public Affairs Director, provides interviews and information on issues related to veterans health care, transition and related issues to print and other media representatives

The above duties are general in nature and are not intended to reflect all of the duties that may be required of the incumbent.

This position is not eligible for relocation assistance.